



THE ROYAL CANADIAN LEGION
DOMINION CONVENTION
PLANNING GUIDELINES

September 2018

INTRODUCTION

The success of a Royal Canadian Legion Dominion Convention depends in large measure on the assistance provided by the Chairman and members of the Local Arrangements Committee (LAC). These members are key personnel who show the leadership, ingenuity and flexibility necessary to meet the many challenges that arise when preparing for a large convention.

This instruction has been prepared as a guide for the Dominion Command Convention Committee (DCCC) and the LAC.

The LAC Chairman is to ensure that members for each sub-committee are carefully selected, with the chairman of each having the qualities to fulfill the particular requirements of that sub-committee.

Enthusiasm by all members is key; it is generated from within and will keep a person going long after those who lack it give up. With enthusiasm and good judgement, the objective will be attained – a successful convention. It will be judged a success if all the needs have been anticipated for all delegates, their spouses and guests.

The final responsibility for the LAC Chairman is to prepare a report immediately following the convention. This should include observations and recommendations from all sub-committees, which will be a great benefit for the planning of future conventions.

Note: The use of words indicating the masculine imparts the feminine where applicable.

**PLANNING REQUIREMENTS
ROYAL CANADIAN LEGION
DOMINION CONVENTION**

1. PLACE AND DATE

Place and date are determined by the Dominion Executive Council (DEC) up to 10 years ahead. The Opening Ceremony is held Sunday and Convention closes the following Wednesday after the Installation and Closing Ceremonies. Mid-to-late August is the most desirable time to hold the convention.

2. DOMINION COMMAND CONVENTION COMMITTEE AND LAC MEETING

A calendar of meetings between the DCCC and the LAC is attached as Annex A.

Dominion Command will designate staff representatives for each area of responsibility to coordinate and work with the LAC sub-committees. These persons are to be named in August of the year preceding convention.

3. CONVENTION CALL

The Convention Call is sent to all branches in January of the year of convention. This is the responsibility of Dominion Command.

4. EVENTS AT CONVENTION

The following main events take place before, during and after a convention:

- a. Registration of delegates and observers (Saturday/Sunday)
- b. Pre-convention DEC meeting (Saturday)
- c. Other pre-convention meetings (as required):
 - i. Procedures Committee
 - ii. Credentials Committee
 - iii. Other committees as determined by Dominion Command
- d. Dominion Command/Veterans Affairs Canada (VAC) and Provincial Command receptions (Saturday-Wednesday)
- e. Parade and Commemorative ceremony at a cenotaph or public memorial (Sunday)

- f. Opening Ceremony (Sunday)
- g. Business sessions as arranged by the Procedures Committee (Sunday-Wednesday)
- h. Local entertainment at branches, arranged to not conflict with business sessions
- i. Election of Dominion Command officers (Monday-Tuesday)
- j. Installation of officers (Wednesday)
- k. Closing Ceremony (Wednesday)
- l. Post-convention SEO and DEC meetings (Thursday)

5. **COMMAND HOTEL**

A hotel in close proximity to the convention centre shall be designated the command hotel.

6. **DELEGATE ACCOMMODATION**

- a. Dominion Command is responsible for contracting a range of hotels for the delegates. This listing will be published in the Convention Call and delegates are responsible to make their own reservations. See Annex B .
- b. DEC members and staff, VIP's and special guests will be accommodated in the command hotel. Dominion Command will be responsible for the reservations.

7. **CONVENTION CENTRE**

- a. **General.** The convention centre should be close to hotels and adjacent to the command hotel if possible. The hall must have good acoustics. Arenas are not generally suitable but can be used with additional audio support.
- b. **Seating.** The convention centre must accommodate seating for 1300 delegates. Delegates are seated in blocks by commands. Additional spaces are required for the press, guests and observers.
- c. **Stage.** There must be a platform/stage (approx. size 64' x 24' deep x 32" high) with ample space to accommodate the Dominion Chairman, the

Dominion Vice-Chairman, the remaining members of the Senior Elected Officers, Past Dominion Presidents, the Grand President, the National Executive Director, as well as the Clerk of the Convention.

8. **ACCOMMODATION AND MEETING SPACES**

Dominion Command will make the following arrangements for accommodations and meeting spaces:

a. **Dominion President and Dominion First Vice-President.** The Dominion President and the Dominion First Vice-President each require a suitable suite in the command hotel. See Annex C.

b. **Office Space.** Suitable office space is required in the convention centre as follows:

i. Dominion Command: open from Friday to Thursday. Office to be approximately 1,500 square feet and located in close proximity and with easy access to the stage. To include:

- standard tables and chairs, computers and printers
- tables for distribution of reports and supplies
- high speed photocopier
- it must be possible to close off the general office area to the public and to have it locked securely when not in use

ii. Finance office: open from Friday to Thursday

iii. LAC office: open from Friday to Thursday and located near the Dominion Command office, if possible.

c. **Committee Rooms**

i. Procedures Committee meets the day before the opening of the business sessions (Saturday) and every day during the convention. The Dominion Command office will be used for this meeting.

ii. Credentials Committee meets early Saturday morning pre-convention and prior to the opening of Registration. This committee will meet in the Registration area at the Dominion Command Help Desk. If additional meetings are necessary, they will be conducted in the Dominion Command office.

d. **Dominion Executive Council.** A meeting room in the command hotel is required for pre- and post-convention meetings:

i. Saturday, pre-convention: 47 people

ii. Thursday, post-convention: 42 people

e. **Caucus Rooms**

- i. Tuberculous Veterans' Section meets on the Saturday pre-convention and requires a room to accommodate 40.
- ii. OSI Special Section meets on the Saturday pre-convention and requires a room to accommodate 40.
- iii. Provincial Commands and Dominion Command delegates caucus on Sunday afternoon of the convention. Rooms capable of holding from 25 to 250 persons will be provided. See Annex C.

f. **Allocation of Requested Space.** Dominion Command will coordinate all requests for space from various Commands, groups or organizations. These requests should be specific, i.e. size, special requirements, etc., and in writing.

g. **Audio-Visual System and Control**

- i. **Audio-Visual Control.** This is the nerve centre of the convention and its success depends directly on the efficiency of the system. A minimum of 18 microphones are required, 16 on the floor and two on the stage. The Dominion Chairman is able to confine discussion to those who have been authorized to speak. Dominion Command will arrange for audio and video recordings of the convention proceedings.
- ii. **Audio-Visual System.** Located at the tech table is the various mediums used to project reports and images to the delegates. Six large screens, usually 12' x 21', are required and should be positioned two on each side of the main stage with two at the back of the convention hall. As well, there is a requirement to have a remote-operated camera that would project images of any individual at the podium onto the larger screens for all delegates to see.

9. **DELEGATE RECEPTION**

An information / welcome booth should be set up at the airport from Friday until the close of the business day on Sunday.

10. **REGISTRATION OF DELEGATES AND OBSERVERS**

- a. Delegates and observers will register on-site at convention; registration must be a smooth and efficient process. See Annex D.

- b. The registration area must be conveniently located. Each Provincial Command registration desk will be staffed by the Provincial Executive Director or their designated representative.
- c. The Credentials Committee will be chaired by the host Provincial Command Executive Director. Executive Directors will be members of the Credentials Committee and will be available to clear up any misunderstandings which arise while registration is in progress.
- d. Dominion Command will provide name badges, the Committee Reports and Resolutions book, and ballot books.

11. REGISTRATION FEES

The delegate and observer registration fees are set by DEC in the year preceding the convention. In order to participate in the convention, all persons must be registered and pay the required fee.

12. FORMAL OPENING OF CONVENTION

- a. It is the responsibility of Dominion Command to secure the hall and other equipment. The formal opening of the convention is planned and conducted by Dominion Command in conjunction with the LAC. See Annex E.
- b. It is customary at the Opening Ceremony to have distinguished guests seated on the stage.
- c. It is also necessary to arrange for a convenient reception room where the Dominion President may receive the invited guests and their spouses / escorts who will attend the Opening Ceremony.
- d. Other invited guests will be seated in a designated area of the convention floor.

13. INVITATIONS – OPENING CEREMONY

Dominion Command will prepare and issue invitations for the Opening Ceremony. The host Provincial Command may have a list of special guests to be invited; this list should be forwarded to Dominion Command well in advance of the convention. The LAC will be consulted regarding local dignitaries. The expense of printing these invitations will be borne by Dominion Command.

14. COLOUR PARTY

The role of the Colour Party at the opening ceremony is very important; members should be experienced in drill and protocol. Flag bases will be required for the depositing of colours in front of the stage on the convention floor during the opening ceremony. The colours and bases will be supplied by Dominion Command; provision of the Colour Party is the responsibility of the LAC. See Annex F.

15. PARADE AND COMMEMORATIVE CEREMONY

- a. The parade and commemorative ceremony at a local cenotaph will take place on Sunday morning preceding the Opening Ceremony. See Annex G.
- b. Parade and commemorative ceremony directives will be issued by Dominion Command to all commands in advance of convention, giving all the details of the event.
- c. The Dominion President and the host Provincial Command President, along with other dignitaries, will place wreaths which will be provided by Dominion Command.

16. INSTALLATION AND CLOSING CEREMONIES

The installation and closing ceremonies will be coordinated by Dominion Command with the assistance of the LAC. The LAC is responsible to provide two Sergeants-at-Arms, a Piper, Colour Party of six, a Padre to provide the closing benediction and a singer for *God Save the Queen*.

17. OBSERVER ACTIVITIES

As passed at the 1994 Convention through Resolution 104, there are no designated activities planned for observers.

18. GRANT APPLICATIONS

The LAC should approach the municipal transportation authorities to determine if there are any grants available for delegates and observers to use the local transportation services.

19. PRINTING

- a. Dominion Command will be responsible for arranging for the printing of:
 - i. Committee Reports and Resolution book
 - ii. Invitations to official events
 - iii. Commemorative Ceremony program
 - iv. Other material as required
- b. The LAC is responsible for the printing of:
 - i. Convention souvenir book
 - ii. Branch entertainment guide

20. **CONVENTION PERSONNEL AND EQUIPMENT**

- a. **Personnel**. Dominion Command will designate a convention co-ordinator and an office manager. Local LAC members are required for cash registers in the registration area and a training session will be arranged by Dominion Command before registration starts.
- b. **Scrutineers**. The LAC will provide 33 volunteers to act as scrutineers during the convention. Dominion Command will provide coffee, lunch and if necessary parking costs for the scrutineers.
- c. **Convention Centre**. The convention co-ordinator, along with the LAC, will coordinate all operations within the convention facility.
- d. **Sergeant-at-Arms**. A Sergeant-at-Arms and as many assistants as necessary should be stationed at all times at the entrance of the convention hall while the convention is in session. They will carry out the instructions of the Dominion Chairman.

The Sergeant-at-Arms must have enough assistants to "tile" all doors leading to or from the convention hall when a ballot vote is taken.

- e. **Verbatim Report of Convention**. The audio and video recordings are arranged by Dominion Command.
- f. **Convention Kits**. The portfolios containing the material will be made available through the LAC at registration.

21. **FINANCIAL RESPONSIBILITY**

Dominion Command is responsible for all Dominion Convention expenses which include the items noted below, as well the financial control of these expenses:

- a. preparatory investigation of facilities and staff travel expenses
- b. per diem and transportation of Dominion Command officers and staff, as specified
- c. Dominion Command office expenses such as furniture and equipment rental, supplies
- d. Welcome Reception
- e. credential certificates, badges, ballots, etc.
- f. convention hall and necessary equipment such as the audio-visual system, furniture, etc.
- g. convention office space with necessary tables, chairs, telephones
- h. caucus rooms
- i. convention program
- j. directional signs
- k. tickets, invitations, registration forms, notices
- l. cash registers
- m. transportation
- n. liability insurance

22. LOCAL ARRANGEMENTS COMMITTEE

The host Provincial Command is responsible for the appointment of a LAC Chair who is responsible for the appointment of sub-committee chairs. Policy shall be the responsibility of the Dominion Command Convention Committee and implemented by individual sub-committees.

Local sub-committees should include:

- a. Registration
- b. Information / Welcome Booth
- c. Transportation (See Annex H)
- d. Opening Ceremony
- e. Parade and Commemorative Ceremony
- f. Colour Party
- g. Sergeant-at-Arms
- h. Entertainment
- i. Medical (See Annex I)
- j. Public Affairs / Media
- k. Convention Souvenir Booklet / Delegate Kits
- l. Finance / Ways and Means

23. CONVENTION BADGES

Dominion Command will prepare name badges for all delegates, observers and guests as provided by the respective Provincial Command. Name badges will be distributed during registration.

24. SIGNS

There will be appropriate signage in the convention centre indicating locations of offices, meeting rooms and the convention hall. Signs are also required to indicate the seating for the various delegations on the convention floor.

- a. Proper designation of Provincial Commands is:
 - i. BC / YT
 - ii. AB - NT
 - iii. SK
 - iv. MB & NW ON
 - v. ON
 - vi. QC

- vii. NB
- viii. NS / NU
- ix. PE
- x. NL

b. Other signs required are:

- i. Special Sections
- ii. Dominion Command Zones
- iii. Observers
- iv. Provincial Command signs for the registration area
- v. Provincial Caucus directional signs
- vi. Dominion Command office
- vii. LAC office
- viii. Registration

CALENDAR OF DCCC/LAC MEETING

Two+ years prior to Convention:

Appointment of an LAC Chair by the host Command

Two years prior to Convention:

Meeting of the Dominion Command Convention Committee (DCCC)

Finalize convention facilities arrangements

August LAC Chair will finalize names of sub-committee chairs

September Sub-committees are formed, meet and familiarize themselves with their tasks

Initial meeting between DCCC, LAC Chair and Sub-Committee Chairs

Year prior to Convention:

April DEC confirms the registration fees

**September/
October** DCCC meets with the LAC Chair and the Sub-committee chairs to review responsibilities and tasks of all concerned

**September/
October** Sub-committees make tentative plans, review and approve proposed expenditures of the LAC

Regular meetings Monthly, or at the discretion of the LAC Chair. Sub-committees should meet regularly so that personnel will become thoroughly familiar with convention plans. Each sub-committee should have met and developed detailed plans for carrying out its functions and report progress against fixed timetables

Convention Year

April

DCCC and LAC meet to review final preparations

Note:

LAC Chair will make progress reports on overall arrangements

Copies of minutes of meetings will be sent to Dominion Command and Provincial Command.

ACCOMMODATION

The Dominion Command Convention Committee (DCCC) is responsible for contracting numerous hotels with varying amenities and rates.

The information on rates must be available by the end of August of the year preceding the convention so that branches can be advised in the Convention Call.

DEC, VIP's, guests and Dominion Command staff will be accommodated in the command hotel. Full details regarding persons in this category will be supplied by Dominion Command well in advance of the opening of the convention.

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Reservation of hotel accommodation	DCCC	10 years prior to convention
Reservation of convention centre	DCCC	10 years prior to convention
Communication with tourist and convention bureau	DCCC	10 years prior to convention
Liaison with tourist and convention bureau	DCCC & LAC	Regularly in year prior to convention
Confirm hotel rates	DCCC	August, year prior to convention
Monitor hotel room inventory	DCCC	Set up in January year of convention
Reserve Dominion Command hotel space	DCCC	January year of convention
Prepare lists of delegates by commands	DCCC	Prior to convention

ACCOMMODATION AND MEETING SPACE REQUIREMENTS

Thursday-Friday	Dominion President	Suite with reception room large enough to accommodate 30 persons standing
Thursday-Friday	Dominion First Vice-President	Room or small suite
Friday-Thursday	Dominion Command office	Approx. 1,500 square feet
Friday-Thursday	Finance office	
Friday-Thursday	LAC office	
Saturday	Welcome Reception	200 persons
Saturday	TVS, OSI Special Sections	Meeting room for 40 persons
Saturday-Sunday	Registration	
Saturday-Wednesday	Booth/Exhibits	Includes Dominion Command Supply
Saturday & Thursday	Dominion Executive Council	Meeting room for 42-47 persons
Sunday	Opening Ceremony	1,500 persons
Sunday	Special Guest Reception	140 persons, located in a room close to the main convention hall
Sunday	10 Provincial Commands 1 Dominion Command group	Suitable meeting rooms
Sunday-Wednesday	General Sessions	Meeting room for up to 400

Annex D

REGISTRATION

This sub-committee, composed of a senior Dominion Command staff officer, provincial Executive Directors and the local sub-committee, will be responsible for the registration of all delegates, observers and guests on their arrival.

The registration area should be located in a convenient place with registration to take place over two days (Saturday and Sunday). Specific instructions will be issued by Dominion Command and the necessary supplies available well in advance of the opening date.

In addition to name badges, it is customary to provide delegates with convention booklets, etc. Therefore, it is important to have sufficient help in the registration area to process delegates with a minimum of delay.

A registration fee will be collected from each person (delegate or observer) and each person will receive an official badge, convention booklet, etc.

The Registration Sub-Committee will co-operate with the DCCC Registration Help Desk.

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Location of registration area	DCCC	September year prior to convention
Arrange for storage space to receive material	DCCC & LAC	September year prior to convention
Arrange for tables, covers and chairs	DCCC	September year prior to convention
Arrange for cash registers and operators including training session	DCCC & LAC	April
Arrange for set-up of registration area	DCCC & LAC	Thursday pre-convention

OPENING CEREMONY

This sub-committee will be responsible, under the direction of the DCCC, for the arrangements for the Opening Ceremony.

The formal opening of the convention is arranged according to a plan prepared by DCCC. The Opening Ceremony should be approximately 1.5 hours in duration – 45 minutes of informal but appropriate entertainment and 45 minutes for the official opening.

The Sunday Business Session will commence after the conclusion of the Opening Ceremony. This will include the keynote address by the Minister, Veterans Affairs, and addresses by the Grand President and Dominion President. There will also be a call for nominations for all elected positions.

When a special stage setting is required, details will be supplied by DCCC in advance of the opening date. The actual work will be carried out under the direction of the DCCC convention co-ordinator. Special musical arrangements are usually a feature of the Opening Ceremony, as determined by the LAC.

It is customary at the Opening Ceremony to have the special guests on the stage for the formal part of the program with seating dependent on the facilities available and the plan as laid out by DCCC.

A special room should be provided for the Dominion President to receive the distinguished guests who are to accompany him to the stage.

A detailed list of important items follows:

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Arrange for a band / orchestra	LAC	September year prior to convention
DCCC to give details of opening	DCCC	April year prior to convention
Arrange for chaplain(s)	DCCC & LAC	January year of convention
Arrange for St John Ambulance on duty	LAC	January year of convention
<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>

Arrange with band/choir for musical selections prior to commencement and during the Opening Ceremony.	LAC	April year of convention
Arrange for a room to receive stage guests	DCCC	April year of convention
Arrange for a piper to march in the Dominion President and guests	LAC	April year of convention
Arrange for podium on stage with attached microphone	DCCC	April year of convention
Ship Colours to LAC	DCCC	Shipped on Dominion truck
Form and train a Colour Party	LAC	May year of convention
Arrange press, radio and TV coverage	DCCC & LAC	May year of convention
Install backdrop and Queen's photograph	DCCC	Saturday prior to ceremony
Install Legion crest	DCCC	Saturday prior to ceremony
Rope off 150 seats for reserved seating	DCCC	Day of ceremony

Note: For the Closing Ceremony, a singer is required for God Save the Queen and a Chaplain is needed to deliver the Benediction; LAC to arrange.

SERGEANT-AT ARMS AND COLOUR PARTY

A Sergeant-at-Arms will be required for the duration of the convention to carry out duties as detailed below. He should have experience in the position and be able to organize the necessary assistance to carry out required functions. Dominion Command will provide necessary flags and colours.

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Selection of Sgt-at-Arms	LAC Chair	September year prior to convention
Selection of deputy Sgt-at-Arms	Sgt-at-Arms	September year prior to convention
Selection of six-person colour party	LAC	January year of convention
Members to carry up to 19 colours in the parade and at the Commemorative Ceremony	LAC	March year of convention
Rehearsals for colour party	Sgt-at-Arms and Parade Marshall	As required
Parade	Sgt-at-Arms and Parade Marshall	Sunday morning pre-convention
Commemorative Ceremony	Sgt-at-Arms	Sunday morning pre-convention
Opening Ceremony – six person colour party	Sgt-at-Arms	Sunday afternoon
Security duties – business sessions	Sgt-at-Arms	Sunday-Wednesday
Election of officers – secure doors, one person for each door	Sgt-at-Arms	Monday-Tuesday
Installation of officers – two Sgt-at-Arms and a six person colour party	Sgt-at-Arms	Wednesday
<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>

Final business session – six person colour party	Sgt-at-Arms	On closing of convention
Other special duties as required during convention, such as receptions	Sgt-at-Arms	At the call of the Dominion Chairman

PARADE AND COMMEMORATIVE CEREMONY

This sub-committee is assigned the responsibility of arranging the parade and the commemorative ceremony at the cenotaph or war memorial. It will obtain the band(s), arrange for the colour party, bugler, piper, and obtain permission to parade through the city and stage the ceremony.

Information as to the time of parade assembly will be made available to all delegates in the Convention Call and upon registration. Full details should also be available at the Information Booth.

<u>Detail (Parade)</u>	<u>Responsible</u>	<u>Timing</u>
Obtain permission to parade through city streets	LAC	October year prior to convention
Arrange for police escort	LAC	October year prior to convention
Retain bands for parade	LAC	October year prior to convention
Appoint Parade Marshall and deputy	LAC	November year prior to convention
Form and train colour party	LAC	January year prior to convention
Provide parade and commemorative ceremony orders	DCCC	September year prior to convention
Arrange for St. John Ambulance	LAC	April year of convention
Arrange for saluting base and chairs at saluting base	LAC	April year of convention
Select and instruct markers for cenotaph and saluting base	LAC	April year of convention
Arrange for bus and car transport for Dominion President, special guests as required	LAC	April year of convention
Arrange for Provincial Command placard bearers	LAC	May year of convention
<u>Detail (Ceremony)</u>	<u>Responsible</u>	<u>Timing</u>

Obtain permission to hold ceremony at cenotaph	LAC	October year prior to convention
Arrange for PA system and chairs at cenotaph	LAC	October year prior to convention
Arrange bugler for Last Post and Rouse	LAC	October year prior to convention
Arrange piper for Lament	LAC	October year prior to convention
Arrange Chaplain for Prayers and Benediction	DCCC	January year of Convention
Arrange for saluting base and chairs at saluting base	LAC	April year of convention
Select and instruct markers for cenotaph and saluting base	LAC	April year of convention
Provide wreaths	DCCC	Shipped on Dominion truck

TRANSPORTATION

The sub-committee will make all necessary arrangements for local transportation as authorized by the Dominion Command Convention Committee (DCCC).

Transportation will be required for VIP's; all delegates should have free access to the city bus/transportation system.

Detailed information as to time and assembly points should be made available for all delegates as well as at the Information Booth.

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Liaise with local transit authority to obtain free local transit passes	LAC	September two years prior to convention
Determine needs, routes and schedules	LAC	September year prior to convention
Determine availability of buses and costs	LAC	September year prior to convention
Confirm arrangements	LAC	November year prior to convention
Arrange cars for Dominion President and VIPs as requested	LAC	September year prior to convention
Dispatch office/desk to be available at convention centre	LAC	August

MEDICAL

This sub-committee will be responsible for the provision of medical services at the convention in an area adjacent to the convention hall.

In cases of sudden illness by an attendee, it will make arrangements for professional medical care and hospitalization, if necessary.

There should be members of St. John Ambulance on duty during registration, the Parade, Commemorative Ceremony, the Opening Ceremony and general business sessions.

<u>Detail</u>	<u>Responsible</u>	<u>Timing</u>
Arrange for first aid post in the convention centre	DCCC	September prior to convention
Arrange for St. John Ambulance members to be on duty	LAC	September prior to convention
Arrange for the availability and administration of oxygen in the convention centre	LAC	September prior to convention
Prepare a detailed casualty evacuation plan in coordination with St. John Ambulance	LAC	April prior to convention
Ensure communication established with Dominion Command office, LAC office and First Aid Post	LAC, DCCC	At convention centre